

**City of Roanoke  
Public Works Service Center  
Standard Operating Procedure**

<b>Subject: Solid Waste Collection Vehicle Washing</b>	<b>Revised: 9/27/19</b>
<b>Purpose:</b> To ensure proper procedures are followed during the washing of collection vehicles to prevent bacteria from being introduced into the storm drain system at the Public Works Service Center.	

**Responsible Party/ies:** Solid Waste Manager

**Performance Frequency:**

- Weekly Truck Wash
- Monthly Send Copy of Wash Log to [envmgt@roanokeva.gov](mailto:envmgt@roanokeva.gov)

**Documentation:** Vehicle Wash Log (attached) Log sheet will be kept by Division and a copy emailed to [envmgt@roanokeva.gov](mailto:envmgt@roanokeva.gov).

**Training:** Management and/or Supervisors will cover this SOP with all newly hired and/or temporary personnel within SWM and provide a demonstration of proper cleaning techniques within their first 60-days of employment.

***Trainees must complete the signature section below and a copy of the signed SOP shall be sent to Environmental Management.***

**Procedure:**

Solid Waste Management will wash all collection vehicles and rear tailgate seals weekly.

1. On the appointed day, but not less than once a week, drive the truck to the wash house.
2. Position the truck completely within the wash bay to ensure that all run-off is directed to the floor drain
3. Conduct a visual inspection looking for any wear or tear to the seal that might cause liquid to be expelled from the vehicle during normal operations
  - a. Report any problems to your Supervisor
4. Thoroughly scrub entire vehicle using provided soap, bucket, and brush, and pay special attention to the rear tailgate seals
5. Thoroughly rinse entire vehicle
6. Special note for trucks with extendable booms: follow 1 – 5 above, then pull truck perpendicular to wash house bay, extend boom into the bay, wash extended arm with pressure washer, and rinse thoroughly.
7. Remove truck from wash bay/wash pad and then use hose and/or broom/shovel to clean any waste and debris from the area. Deposit that material into a trash can.

8. After 3:00pm on weekdays, the Solid Waste Management Maintenance Supervisor will have the responsibility to manage the operation of the wash house.
  - a. It is the Supervisor's responsibility to make sure that when one operator finishes cleaning his/her vehicle, the driver cleans up behind themselves.
9. Supervisors are responsible for weekly review of the SWM Vehicle Wash Log and documenting the compliance of every vehicle used being washed a minimum of once a week.
  - a. In the event that a SWM Collections Vehicle cannot be washed the Supervisor will record that in the log.
    - i. Acceptable reasons include
      1. The vehicle that is undergoing repairs or is otherwise placed out of service, or
      2. The Wash House is out of service.

**Trainee Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Date Trained:** \_\_\_\_\_

Send completed form to Environmental Management at: [envmgt@roanokeva.gov](mailto:envmgt@roanokeva.gov).

**Solid Waste Collection Vehicle Wash Log**    *Month:* \_\_\_\_\_ *Year:* \_\_\_\_\_

*\*Each SWM Truck must be washed once each week*

Truck Washed	Date & Initial	Date & initial	Date & Initial	Date & Initial		Truck Washed	Date & Initial	Date & Initial	Date & Initial	Date & Initial
511						532				
513						533				
514						534				
517						535				
518						560				
519						565				
520						575				
521						577				
522						583				
523						554				
524						585				
525						586				
526						587				
527						551				
528						552				
529						553				
541						554				
542						556				
543										
544										
545										
530										
531										

Once a month send completed forms to Environmental Management at:  
[envmgmt@roanokeva.gov](mailto:envmgmt@roanokeva.gov).